

PS 2014.01 FINANCIAL MANAGEMENT - INMATE ACCOUNT TRANSFER MODULE



# Program Statement

OPI: ADM  
NUMBER: 2014.01  
DATE: 10/31/97  
SUBJECT: Financial Management -  
Inmate Account Transfer  
Module

1. PURPOSE AND SCOPE. To outline procedures when transferring inmate account balances and funds between Bureau of Prisons locations using the Inmate Account Transfer Module (IATM).

The inmate account transfer process is comprised of two components. One operates under the Finance Branch via the IATM and the other operates under the Trust Fund Branch via the Federal Prison Point of Sale (FPPOS) System.

IATM is mandatory for transferring inmate funds between Bureau locations.

2. PROGRAM OBJECTIVE. The expected result of this program is:

Inmate account balances and funds will be processed accurately and in a timely manner utilizing the Inmate Account Transfer Module.

3. DIRECTIVES AFFECTED

a. Directive Rescinded

OM 141-96 (2000) Inmate Account Transfer Module (12/9/96)

b. Directives Referenced

PS 2000.02 Accounting Manual (10/15/86)  
TRM 5802.01 SENTRY General Use Technical Reference Manual  
(6/1/94)  
TRM 2003.02 Financial Management Technical Reference  
Manual (3/14/97)

TRM 4501.01 Federal Prison Point of Sale Technical  
Reference Manual (2/15/96)

4. STANDARDS REFERENCED

a. American Correctional Association 3rd Edition Standards for Adult Correctional Institutions: 3-4033.

b. American Correctional Association 3rd Edition Standards for Adult Local Detention Facilities: 3-ALDF-1B-06.

c. American Correctional Association 2nd Edition Standards for the Administration of Correctional Agencies: 2-CO-1B-06.

5. DEFINITIONS

a. Inmate Account Transfer Module. The IATM is a Financial Management Information System (FMIS) module used to transfer inmate account balances and funds between institutions.

b. Upload Process. The upload process is used to transfer inmate funds and account balances out of a Bureau location via IATM. This consists of the FPPOS transfer-out and IATM upload processes.

c. Download Process. The download process is used to transfer inmate funds and account balances into a Bureau location via IATM. This consists of the IATM download and FPPOS transfer-in processes.

d. IATM Session. An IATM session is either the upload or download function.

e. Open Session. An open session can be either an upload or download session. A session is considered open until all steps of the session, as defined in Sections 6.b. and 6.c., are complete.

f. Daily Log SENTRY Transaction. The Daily Log provides a list of inmate movements such as transfers within the Bureau and releases. Refer to the SENTRY General Use Technical Reference Manual.

g. Upload Reference Number. Each upload session must be assigned a unique upload reference number. The upload reference number is assigned in numerical sequence beginning with UL0001 each Fiscal Year. The log shall be maintained to record these numbers.

h. Download Reference Number. Each download session must be assigned a unique download reference number. The download reference number is assigned in numerical sequence beginning with DL0001 each Fiscal Year. A log shall be maintained to record these numbers.

i. Trailer Record Concept. The IATM automatically creates a trailer record to ensure uploads of an inmate's funds "follow" the inmate to his or her current location. A trailer record automatically attaches to the institution that last downloaded a record for the inmate. Trailer records automatically download when the other inmate records are selected.

6. DAILY PROCEDURES. The following procedures shall be performed daily:

a. Access the IATM to perform upload and download processes, as needed, and to ensure trailer records are downloaded.

b. Close all IATM sessions by the end of each business day.

c. Perform the appropriate postings to FPPOS control accounts as outlined in the IATM TRM.

d. Establish new inmate accounts as outlined in the IATM TRM.

e. Update status codes for inmate accounts as outlined in the IATM and FPPOS TRM's.

f. Balance the FPPOS control account and the inmate balance report for each upload, and verify that the IATM upload report equals the FPPOS transfer-out listing.

g. Balance the FPPOS control account and the inmate balance report for each download, and verify that the IATM download report equals the FPPOS transfer-in listing.

7. MONTHLY RECONCILIATION. The monthly IATM Activity Summary report shall be generated, as outlined in the IATM TRM, after the

end of each month. The following shall be verified:

- a. The total upload amount equals the total amount posted to the FPPOS control account 600-590 for the month;
- b. The total download amount equals the total amount posted to the FPPOS control account 600-690 for the month;
- c. All reference numbers are accounted for.

All discrepancies identified during the monthly reconciliation shall be promptly researched and corrected. All corrections shall be documented thoroughly on the IATM Activity Summary report or on an attachment to the report.

8. PROOF-CHECK. The proof-check for the Inmate Deposit Fund, 15X6085, shall be completed monthly. The proof-check form prescribed in the Financial Management TRM, Volume 1, Reconciliations and Logs, shall be used.

9. FMS ACCOUNTING ENTRIES. The IATM upload and download processes automatically generate the necessary accounting entries in the General Ledger. **Manual general ledger accounting entries shall not be made** for these purposes.

The IATM cash transfers can be identified on the General Ledger in account 110.31, IATM Transfers. Locations shall not make entries to 110.31.

If a problem exists in that account, contact the Accounting Operations Section, Finance Branch, for assistance.

10. STATEMENT OF TRANSACTIONS (SF-224) REPORTING. The IATM inmate funds transfers **shall not** be reported on the monthly SF-224. These transactions are not processed through Treasury.

11. INMATE NEGATIVE AND ZERO ACCOUNT BALANCES. Inmate negative and zero balances shall be uploaded and downloaded through IATM to ensure the appropriate trailer record is created. When negative balances are downloaded, the downloading institution shall contact the uploading facility for back-up documentation which caused the negative balance.

12. DOCUMENTATION. The upload/download documentation shall be filed chronologically by upload/download reference number each fiscal year.

a. Upload Documentation. Each upload session shall be supported by the:

- P Daily Log,
- P FPPOS Automated Funds Transfer-out Listing, and
- P IATM FPPOS/FMIS Upload Report.

b. Download Documentation. Each download session shall be supported by the:

- P Daily Log,
- P FPPOS Automated Funds Transfer-in Listing, and
- P IATM Inmate Accounts Selected for Download Report.

13. OTHER TRANSFERS AND DESIGNATIONS. Accounts for inmates who are transferred to facilities not served by FMIS or are in "whereabouts unknown" are not to be uploaded into IATM. This includes inmates transferred to contract halfway houses, and inmates released to other jurisdictions. Funds for inmates transferred to halfway houses, Community Corrections Centers, or other jurisdictions are transferred via U.S. Treasury check or the draft payment system as appropriate. Funds due inmates in cases of "whereabouts unknown" are handled according to the Accounting Management Manual.

14. DATABASE MONITORING. The Accounting Operations Section (AOS), Finance Branch, Central Office, is responsible for monitoring the IATM database for aging inmate accounts. At the end of each month, the aging report shall be reviewed to identify inmate accounts that have been in the data base for more than 90 days. The AOS will download inmates accounts 90 days or more old and upload as trailer records to the designated institution.

If the inmate was released from custody, it will be the designated institution's responsibility to send the inmate's account to the correct location.

15. IN-TRANSIT STATUS. If an inmate is in-transit, the funds shall not be downloaded by the holdover location unless the holdover location permits the inmate to use his or her personal funds in the Inmate Deposit Fund (15X6085). For example, the inmate may be allowed shopping privileges in the commissary. In that case, the funds shall be downloaded by the holdover location.

Once funds are downloaded by any location, the location becomes responsible for the appropriate disposition of the inmate's funds upon the inmate's release or transfer. If the inmate is transferred to another Bureau location, the location shall upload the funds into the IATM database. If the inmate is released or transferred to a non-Bureau location, the location shall forward the funds as required in the Accounting Management Manual.

/s/  
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Director